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Personnel

**THE USAF MAINTENANCE
AWARDS PROGRAM**

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This instruction implements DoDI 1348.30, Secretary of Defense Maintenance Awards Program, and AFPD 36-28, Awards and Decorations Program. It provides guidance and procedures for the Air Force Maintenance community's awards, ceremonies, and honors.

This publication requires the collecting and keeping of information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013. System of records notice F036 AFPC V, Awards and Decorations, applies.

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SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Guidance for the Logistics Plans, Supply, and Transportation awards programs has been removed and published in AFI 36-2821. Guidance for Gerrity and Sharp Awards has been removed and published in AFI 36-2822. A chapter on new CSAF-level awards has been added, and a new SecDef depot-level award has been added. A new individual IMA award has been added. Finally, the entire document has been updated to reflect changes to Air Force organizational structure.

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Chapter 1

PROGRAM DEFINITION, PURPOSE AND RESPONSIBILITIES

1.1. Definition. The Maintenance Awards Program recognizes individuals and organizations within the Maintenance community for their outstanding contributions to the success of the Air Force and Department of Defense (DoD) Maintenance mission. Individual Air Force level award winners are authorized to wear the Air Force recognition ribbon (military) or pin (civilians).

1.2. Purpose. The Maintenance awards in this instruction:

1.2.1. Recognize units and individuals that enhance maintenance readiness, improve efficiency, and reduce waste by encouraging excellence in all maintenance areas.

1.2.2. Identify superior performance.

1.2.3. Increase morale.

1.2.4. Inspire the Air Force Maintenance community by commemorating the achievements of those for whom the awards are named.

NOTE: These awards do not apply to contractor personnel, units, or activities.

1.3. Responsibilities.

1.3.1. The Air Force Director of Maintenance (AF/ILM). The Directorate of Maintenance oversees its own maintenance awards as well as DoD, CSAF and the Deputy Chief of Staff for Installations and Logistics (AF/IL) level maintenance awards:

1.3.1.1. Develops Maintenance award criteria.

1.3.1.2. Manages the awards program.

1.3.1.3. Sets up and chairs the selection panel.

1.3.1.4. Notifies the applicable MAJCOMs, FOAs and DRUs of its decisions via a message.

1.3.1.5. Presents awards (except as noted) during an annual awards banquet.

1.3.2. The Office of Warfighting Integration and Chief Information Officer (SAF/XCI). The Office of Warfighting Integration and Chief Information Officer oversees Communication-Electronics Maintenance units and personnel eligible to compete for AF maintenance awards.

1.3.2.1. Assists AF/ILM with administering the maintenance awards process.

1.3.2.2. Establishes a board to select FOAs and/or DRUs, such as AFPCA, 11th Wing or AFCA, that will compete at the Air Force level

1.3.3. MAJCOM, FOA and DRU.

1.3.3.1. The Air Force encourages each MAJCOM, FOA, and DRU to establish their own awards program to recognize deserving personnel and units.

1.3.3.2. After the Air Staff officially notifies the organizations of the winners, the organizations:

1.3.3.2.1. Give the winners maximum publicity.

1.3.3.2.2. Also recognize competitors who did not win awards for their achievements.

1.3.4. **Unit.**

1.3.4.1. Units submit awards packages to appropriate MAJCOM, FOA or DRU. FOAs or DRUs competing in the Communications-Electronics Maintenance category (i.e. AFPCA, AFCA or 11th Wing) will submit packages to SAF/XCID

1.3.4.2. Units or commands pay for personnel to travel to the award ceremonies. See AFI 24-101, Passenger Movement, for spouse travel information.

Chapter 2

DOD AND CSAF-LEVEL AWARDS PROCEDURES

2.1. DoD-level Awards. The Secretary of Defense Maintenance Awards are governed by DoDI 1348.30 and are presented to units to enhance maintenance awareness and encourage maintenance excellence by providing awards to military units responsible for outstanding achievements in maintenance management and production. See [Table 3.3](#) for award eligibility and selection procedures.

2.2. CSAF-level Awards. The Chief of Staff, United States Air Force has approved two awards to promote maintenance excellence at the MAJCOM and System Group level. These awards are based on performance over the past year and reward the organization (MAJCOM/System Group) that demonstrates the most improvement from the previous year.

2.2.1. The Gen Wilbur L. Creech Maintenance Excellence Award. This award recognizes the MAJCOM demonstrating the most improved performance in the category of aircraft maintenance and logistics readiness for each fiscal year. See [Table 3.4](#) for more information.

2.2.1.1. All MAJCOMs are eligible for this award. There is no unit-generated package required.

2.2.1.2. The winner is determined by calculating the improvement for a predetermined set of metrics (at the MAJCOM aggregate level) and multiplying each metric by a corresponding weighted value. The metrics are Aircraft Availability Rate, MC Rate, TNMCM Rate, TNMCS Rate, CANN Rate, and Hangar Queen Rate. The weighting factor will be assigned to emphasize certain aspects of the award (i.e. used to influence key areas and focus attention on the most important metrics). At the end of each FY, AF/ILMY will perform the calculations required to determine the winner and provide that information to AF/ILMM who manages the awards program. AF/IL approves the winner and will notify MAJCOMs by message.

2.2.1.3. CSAF (or designated rep) presents the award at the winning MAJCOM's Annual Awards Banquet. The winning MAJCOM will be listed on the AF/ILM World Wide Web site.

2.2.2. The Dr. James G. Roche Sustainment Excellence Award. This award recognizes the AFMC aircraft Systems Group supporting the fleet that demonstrates the most improved performance in the category of sustainment for each fiscal year. See [Table 3.4](#) for more information.

2.2.2.1. All AFMC aircraft Systems Groups are eligible for this award. There is no unit-generated package required.

2.2.2.2. The winner is determined by calculating the improvement for a predetermined set of metrics (at the MDS aggregate level) and multiplying each metric by a corresponding weighted value. The metrics are Aircraft Availability Rate, MC Rate, TNMCM Rate, TNMCS Rate, CANN Rate, and Hangar Queen Rate. The weighting factor will be assigned to emphasize certain aspects of the award (i.e. used to influence key areas and focus attention on the most important metrics). At the end of each FY, AF/ILMY will perform the calculations required to determine the winner and provide that information to AF/ILMM who manages the awards program. AF/IL approves the winner and will notify AFMC by message.

2.2.2.3. CSAF presents the award to the winner at a ceremony in the Pentagon. The winning Systems Group will be listed on the AF/ILM World Wide Web site.

Chapter 3

DIRECTORATE OF MAINTENANCE AWARD NOMINATION PROCEDURES

3.1. Nomination Timing. All unit and individual award nomination packages will be submitted to HQ AF/ILMM per the award submission dates indicated in [Table 3.1.](#) and [Table 3.7.](#) All unit awards packages must be postmarked by the due date. All individual packages must be submitted electronically by the due date. Express mail is the preferred method of shipment for unit awards.

3.1.1. Only one nomination per MAJCOM per category is allowed.

3.1.2. Only one letter of transmittal is required. The MAJCOM, DRU, or FOA point of contact will draft one letter that lists all submissions, including category, name (if appropriate), and unit. The letter will be signed, at a minimum, by an O-6 or civilian equivalent. Electronic signatures are acceptable for individual awards submitted electronically.

3.2. Nomination Procedures for Unit Awards.

3.2.1. Unit award package submittals will be submitted per the following guidelines. Refer to [Table 3.5.](#) (or [Table 3.6.](#) for Robert T. Mason Award) for specific page requirements and section titles.

3.2.1.1. AF IMT 1206 will not be used.

3.2.1.2. All pages will have at least one-inch margins on all sides. Headers, footers, and border designs may be placed outside the one-inch margin. Citation guidance will override this margin requirement.

3.2.1.3. Font size and style must be followed, use bullet style text with Times New Roman, 12-point font. Photograph, table, and graph captions may be a smaller font size, but must be readable.

3.2.1.4. Bullet statements will be used for all Summary of Action pages (refer to [Table 3.5.](#)). Each bullet will consist of no more than five lines each (including sub-bullets). Lines within each major bullet will be single-spaced (no blank lines will be used between sub-bullets). For unit awards, one blank line will be used between each major bullet. Text wrapping around graphics/photographs will be no more than five equivalent full-margin lines.

3.2.1.5. Bullet statements should be written in a style that describes a particular action, its result, and finally its impact to the unit, MAJCOM, Air Force or beyond.

3.2.1.6. Do not send copies of inspection reports or similar supportive material.

3.2.1.7. Packages must not contain classified data/information. Units and MAJCOMs must screen all submissions for classified data -- **DO NOT SUBMIT ANY CLASSIFIED DATA.** AF/ILMM, in coordination with MAJCOMs, will make final determination on any packages suspected to contain classified data. Packages determined to have classified data will be removed from competition.

3.2.1.8. Packages will have page numbers included on all pages except the citation.

3.2.1.9. Citation will be in landscape format. Text for the citation will be single-spaced. (Ref: AFI 36-2805, Atch 3).

3.2.2. Unit award package will be submitted in white ½ inch three ring binders (D-ring binders will not be used.).

3.2.2.1. A white label will be affixed to the binder spine with the following information included. First line – unit award; second line – category; and third line – unit, wing, major command.

3.2.2.2. Pages will be white with no watermarks or background logos. Pages will be placed inside plastic non-glare document protectors. Executive correspondence plastic coversheet protectors will not be used. Two pages will be placed in each document protector facing front and back (head-to-head). Package page order will be per **Table 3.5**.

3.2.2.3. Colored text and charts may be used in package presentation. Videotapes, 35mm slides, and films will not be accepted.

3.2.2.4. Photographs will be included per **Table 3.5**.

3.2.2.5. Two copies will be submitted.

3.2.2.6. A disk (floppy or CDR) containing electronic copy of all documents will accompany each package submittal.

3.3. Nomination Procedures for Individual Awards.

3.3.1. Individual Award packages will be submitted per the following guidelines. Refer to **Table 3.9** for specific page requirements and section titles.

3.3.1.1. Use of the AF IMT 1206 (the current IMT version) is required. Only the front page will be utilized and submitted.

3.3.1.2. All information at the top of the AF IMT 1206 must be included.

3.3.1.3. Bullet statements will be used. Each major bullet will consist of no more than five lines each (including sub-bullets). For individual awards, the entire bulleted portion will be single-spaced with no blank lines between major bullets and no blank lines between section headings. No “mini-bullets” are allowed on the same line as the section headings.

3.3.1.4. Bullet statements should be written in a style that describes a particular action, its result, and finally its impact to the unit, MAJCOM, Air Force or beyond.

3.3.1.5. When using acronyms, it is not required to spell out their meaning if those acronyms appear in AFI 21-101, *Aerospace Equipment Maintenance Management*, AFI 21-114, *Managing ICMB Maintenance*, AFI 21-116, *Maintenance Management of Communications-Electronics*, and AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*.

3.3.1.6. Font size and style must be followed. Use Times New Roman, 12-point font for text. Do not modify the IMT standard format or font on the AF Form.

3.3.1.7. Packages must not contain classified data/information. Units and MAJCOMs must screen all submissions for classified data -- **DO NOT SUBMIT ANY CLASSIFIED DATA**. AF/ILMM, in coordination with MAJCOMs, will make final determination on any packages suspected to contain classified data. Packages determined to have classified data will be removed from competition.

3.3.1.8. Citation will be in landscape format. Text for the citation will be single-spaced. (Ref: AFI 36-2805, Atch 3).

3.3.2. Individual Award package submittals will be submitted electronically to AF/ILMM.

3.3.2.1. Biographies and photographs will be prepared only after selection of winners (see [Table 3.9](#) for requirements and AFI 36-2805, Atch 2 for biography format.)

3.4. Restrictions/Additional Eligibility Information/Additional Awards.

3.4.1. No restrictions apply to units winning Daedalian or Maintenance Effectiveness Awards in consecutive years.

3.4.2. For the three individual awards (General Lew Allen, Jr., Lt Gen Leo Marquez (any category), and CMSAF Thomas N. Barnes Crew Chief of the Year), individuals may be submitted for only one award (and only one category) in the same year.

3.4.3. Once an individual wins the Air Force General Lew Allen, Jr., Lt Gen Leo Marquez (any category), or CMSAF Thomas N. Barnes Crew Chief of the Year, in one year, that person is not eligible in the following year for the same award.

3.4.4. Individuals submitted for the Lt Gen Leo Marquez Communications-Electronics Maintenance Person of the Year awards cannot have been submitted for any of the Communications and Information Professionalism awards in the same year.

3.4.5. Nominations may not contain classified information.

3.4.6. No nominations of a deceased member.

3.4.7. There are additional special trophies and awards managed by AF/DPPFC and various sponsors for which maintenance personnel and organizations may be eligible. See AFI 36-2805, Special Trophies and Awards, for the list of trophies and awards, including due dates.

3.4.8. Maintenance units or maintenance personnel may also be eligible for either the Thomas P. Gerity Awards, the Dudley C. Sharp Award, and the Ronald Orr Award recognizing outstanding contributions to logistics operations and management and superior performance by a unit for maintenance and mission support. See AFI 36-2822 for award criteria and due dates.

Table 3.1. ANNUAL UNIT AIR FORCE MAINTENANCE AWARDS.

Award Category (Sponsor & Purpose)	Who is Eligible?	Period of Award and When to Submit	Selection Process	Notification	Presentation and Display
<p>Clements McMullen Memorial Daedalian Weapon System Maintenance Trophy (Daedalian Trophy)</p> <p>(The Order of Daedalians recognizes the unit that has best met the objective of providing safe, serviceable, and available equipment for sustained use in peacetime and war time.)</p>	<p>Number of authorized maintenance personnel (may include supply, administrative, or other personnel as long as directly assigned to maintenance unit) must be 1,000 or more.</p> <p>Units who have on- and/or off-equipment capability and aircraft assigned.</p> <p>Units submitted for the Daedalian Trophy <u>cannot</u> be submitted simultaneously for Air Force Maintenance Effectiveness Awards (MEA).</p> <p>EXAMPLE: If the XYth Wing competes for the Daedalian Trophy, the XYth Wing is ineligible to compete for the MEA. However, organizations under the XYth Wing (e.g. XYth MXS, XYth CRS, XYth CS, etc.) may compete within their appropriate category (see Table 3.2.) for the MEA.</p> <p>Units with Associate Reserves may include the Associate Reserve unit's contributions in their nominations.</p>	<p>Fiscal Year</p> <p>MAJCOMs <u>postmark</u> packages no later than <u>1 December</u> to:</p> <p>HQ USAF/ILMM 1030 Air Force Pentagon Room 4A264 Washington, DC 20330-1030</p>	<p>An AF/ILM evaluation team reviews all MAJCOM nominations and selects three or more finalists for a base visit.</p> <p>The evaluation team visits the bases of three or more finalists. The ranked results of the award package grading are not considered during the base visit evaluation. Each finalist has an equal opportunity to win the Daedalian Trophy.</p> <p>The team observes the integration of maintenance with the total wing mission.</p> <p>The unit sets the itinerary to include all maintenance areas as well as related areas in maintenance, operations, support, medical, and so forth.</p> <p>AF/IL approves the winner.</p>	<p>AF/IL notifies the MAJCOMs by message.</p>	<p>AF/ILMM coordinates with the Order of Daedalians to send a permanent trophy to the winning unit.</p> <p>MAJCOMs will coordinate an appropriate presentation forum or event to present the trophy to the winner.</p> <p>The permanent trophy is a handsome Daedalus statue provided and engraved by the Order of Daedalians.</p> <p>The nomination package cover page and executive summary from the winning unit will be displayed on the AF/ILM World Wide Web site.</p> <p>The winner also builds a commemorative wall display shown in the Pentagon for one year. The display should be 4 feet high x 8 feet wide. Daedalian Trophy winner will contact AF/ILMM no later than 30 days after award notification to arrange display set-up.</p> <p>Previous year's winner will coordinate with AF/ILMM to dismantle their display no later than 30 days after award of new Daedalian Trophy.</p>

Award Category (Sponsor & Purpose)	Who is Eligible?	Period of Award and When to Submit	Selection Process	Notification	Presentation and Display
<p>The Air Force Maintenance Effectiveness Awards (MEAs)</p> <p>(The AF/ILM presents the MEAs to recognize those maintenance units which have best managed their resources.)</p>	<p>Units who have on- and/or off-equipment capability. MOS units are also eligible for this award.</p> <p>Units submitted for this award cannot be submitted simultaneously for the Daedalian Trophy.</p> <p>Military and civil service units below wing/base level may compete in one of the categories shown in Table 3.2. Air Force, Major Command, and Numbered Air Force-level management and staff functions are <u>not</u> eligible for these awards.</p> <p>Reorganizing squadrons may compete in either their old category or new category, but not both. They should include all of their accomplishments from both organizations.</p>	<p>Fiscal Year</p> <p>MAJCOMs <u>postmark</u> packages no later than <u>1 January</u> to:</p> <p>HQ USAF/ILMM 1030 Air Force Pentagon Room 4A264 Washington, DC 20330-1030</p>	<p>AF/ILM designates a Board President to chair a Central Maintenance Awards Board (CMAB) of MAJCOM Lt Col, CMSgt, and GS-14 aircraft, munitions, missile, or communications-electronics maintenance managers.</p> <p>No base visits are conducted.</p> <p>MAJCOMs rotate the duty of hosting the CMAB each year.</p> <p>The CMAB may decline to award a winner in a particular category if the quality of the nomination packages warrant such an action.</p> <p>AF/IL approves the winner.</p>	<p>AF/IL notifies the MAJCOMs by message.</p>	<p>AF/ILM presents trophies to each unit winner at the Maintenance Awards Banquet held in Washington, DC in the Spring of each year.</p> <p>The nomination package cover page and executive summary from each of the winning units will be displayed on the AF/ILM World Wide Web site.</p>

Table 3.2. AIR FORCE MAINTENANCE EFFECTIVENESS AWARD CATEGORIES.

	AWARD CATEGORY	TYPES OF UNITS
1	Missile Maintenance (MS), Munitions Maintenance (MUNS, MUNSS)	Self-explanatory
2	Maintenance (MXS), Component Maintenance (CMS), Equipment Maintenance (EMS)	Self-explanatory
3	Helicopter/Tilt Rotor Maintenance	Self-explanatory
4	Aircraft Maintenance (Large)	B-1, B-2, B-52, C-5, C-17, C-141, KC-10, and so forth
5	Aircraft Maintenance (Medium)	C-9, C-130, KC-135, T-43, E-3, E-8, and so forth
6	Aircraft Maintenance (Small)	A-10, F-15, F-16, F/A-22, F-117, T-37, T-38, U-2, TR-1, and so forth
7	Consolidated Aircraft Maintenance	Consolidated aircraft maintenance units; air rescue, test and drone units; unmanned aerial vehicle units; en-route support and air mobility support units; and civil service most efficient organizations.
8	Maintenance Operations Squadron (MOS)	Self-explanatory
9	Communications-Electronics (Large)	Units with more than 75 authorized maintenance people
10	Communications-Electronics (Medium)	Units with 26 to 75 authorized maintenance people
11	Communications-Electronics (Small)	Units with 1 to 25 authorized maintenance people
12	Large Organic Depot Program	Organic depot programs with more than 300 authorized people
13	Small Organic Depot Program	Organic depot programs with 300 or fewer authorized people

NOTE: 1: Where an aircraft Mission Design Series (MDS) is shown, that category applies to all variants of that MDS. Due to variations in organizational structure, roles and missions, MAJCOMs are authorized to submit a unit in the category that best fits the unit's structure and mission. However, MAJCOMs can submit a unit only once, and can submit only one unit in each category. Further, independent organizations must compete in the appropriate category. For example, the 89CS and 789CS must compete as squadrons, not as the 89CG.

Table 3.3. ANNUAL SECRETARY OF DEFENSE MAINTENANCE AWARDS.

Award Categories (Sponsor & Purpose)	Who is Eligible?	Period of Award and When to Submit	Selection Process	Notification	Presentation and Display
<p>Secretary of Defense Field-Level Maintenance Awards, Depot-Level Maintenance Award, and Secretary of Defense Phoenix Trophy</p> <p>(SECDEF Maintenance Awards are governed by DoD Directive 1348.30. DoD policy is to enhance maintenance awareness and encourage maintenance excellence by providing awards to military units and depot programs responsible for outstanding achievements in maintenance management and production.)</p>	<p><u>Units and MAJCOMs need not submit packages for this award (EXCEPT Robert T. Mason Award, which does require packages).</u></p> <p>Air Force field-level nominees are selected from the Daedalian Trophy winner and selected Air Force MEA winners per the listed categories of authorized personnel: Large – 1000 or more Medium – 301 to 999 Small – 25 to 300</p> <p>The Department of Defense awards two military units from all of the field-level Service submittals in each category. DoD then recognizes the best of the six field-level winners as the Phoenix Award winner.</p> <p>Depot programs (any size) from a major organic depot facility are eligible for the Robert T. Mason Award for Depot Maintenance Excellence. DoD-recognized major organic depots are the three ALCs and AMARC. The nominated program must be from one of these four facilities and the program can be of any size.</p>	<p>Fiscal Year for all awards.</p> <p>AF/ILMM forwards nominations to DoD not later than 20 May to:</p> <p>DUSD(L&MR) Pentagon</p>	<p>AF/IL submits only one unit in the DoD Large Category: the annual AF Daedalian Trophy winner.</p> <p>The annual CMAB regroups the MEA winners (exempting the depot categories) by authorized personnel. From the medium and small groups, the CMAB selects two medium and two small DoD Maintenance Award nominees. AF/IL approves these selections.</p> <p>AF/ILMM contacts the units to refine submission packages.</p> <p>The DoD Maintenance Policy Council evaluates all nominations and may visit the top installation contenders for the Phoenix Trophy.</p> <p>For the Robert T. Mason Award for Depot Maintenance Excellence, AFMC conducts its own board. AFMC is authorized to submit to ILMM one program from each of the four eligible major organic depots (total of four submissions maximum). ILMM will forward nominees to DoD.</p> <p>The Deputy Under-Secretary of Defense approves the awards.</p>	<p>DoD announces the winners to the Service Chiefs.</p> <p>AF/IL notifies the MAJCOMs and winning units by message.</p> <p>AF/ILMM advises winners of presentation arrangements.</p>	<p>The Phoenix Trophy winner and the Robert T. Mason winner are announced at the annual Secretary Of Defense Maintenance Awards Banquet.</p> <p>The Phoenix Trophy winner is engraved on the bronze Phoenix statue displayed in the Pentagon.</p> <p>The Robert T. Mason Award for Depot Maintenance Excellence winning organic depot facility receives a plaque and certificate. The winning facility also receives a replica of the Robert T. Mason Trophy, bearing the facility's name and the winning program, and is kept by the facility for the year following the award.</p> <p>Each winning unit provides a selection of color photographs showing maintenance in action for display in the ADUSD(L) Pentagon hallway.</p> <p>Each Air Force winner's citation and package cover page will be displayed on the AF/ILM World Wide Web site.</p>

NOTE: Units and MAJCOMs must screen all submissions for classified data -- **DO NOT SUBMIT ANY CLASSIFIED DATA!**

Table 3.4. CHIEF OF STAFF (CSAF) MAINTENANCE AWARDS.

Award Categories (Sponsor & Purpose)	Who is Eligible?	Period of Award and When to Submit	Selection Process	Notification	Presentation and Display
<p>The Gen Wilbur L. Creech Maintenance Excellence Award</p> <p>(The CSAF recognizes the MAJCOM demonstrating the most improved performance in the category of aircraft maintenance and logistics readiness for the fiscal year.)</p>	<p>All MAJCOMs</p>	<p>Fiscal Year</p> <p><u>Units and MAJCOMs need not submit packages for this award.</u></p>	<p>The winner is determined by calculating the improvement for a predetermined set of metrics (at the MAJCOM aggregate level) and multiplying each metric by a corresponding weighted value. The weighting factor will be assigned to emphasize certain aspects of the award (i.e. used to influence key areas and focus attention on the most important metrics). At the end of each FY, AF/ILMY will perform the calculations required to determine the winner.</p>	<p>AF/IL approves the winner and will notify MAJCOMs by message.</p>	<p>CSAF presents the award at the winning MAJCOM's Annual Awards Banquet.</p> <p>The winning MAJCOM will be listed on the AF/ILM World Wide Web site.</p>
<p>The Dr. James G. Roche Sustainment Excellence Award</p> <p>(The CSAF recognizes the AFMC aircraft Systems Group supporting the most improved fleet for the fiscal year.)</p>	<p>All AFMC aircraft Systems Groups.</p>	<p>Fiscal Year</p> <p><u>Units and MAJCOMs need not submit packages for this award.</u></p>	<p>The winner is determined by calculating the improvement for a predetermined set of metrics (at the MDS aggregate level) and multiplying each metric by a corresponding weighted value. The weighting factor will be assigned to emphasize certain aspects of the award (i.e. used to influence key areas and focus attention on the most important metrics). At the end of each FY, AF/ILMY will perform the calculations required to determine the winner.</p>	<p>AF/IL approves the winner and will notify AFMC by message.</p>	<p>CSAF presents the award to the winner at a ceremony in the Pentagon.</p> <p>The winning Systems Group will be listed on the AF/ILM World Wide Web site.</p>

Table 3.5. UNIT MAINTENANCE AWARDS PACKAGE CONTENT (EXCEPT ROBERT T. MASON AWARD).

Cover Page	Nomination Elements & Page Limits	Citation Opening & Closing Statements	Photo Requirements
<p>Cover page must include:</p> <p>Award Year</p> <p>Unit</p> <p>Base</p> <p>State/Country</p> <p>Other photographs, drawings, or depiction of the unit may be displayed on the cover.</p> <p>Cover page <u>does not</u> count in page count total.</p> <p>Optional closing page may be included in package. Page will contain only photos, drawings, etc. (will not include summary of action material).</p>	<p>Daedalian Trophy submittals may not exceed 15 pages.</p> <p>Maintenance Effectiveness Awards submittals may not exceed 15 pages.</p> <p>Scoring will include information and format on all pages.</p> <p>The following page counts <u>must</u> be followed.</p> <p>Table of Contents (one page)</p> <p>Citation (one page), single-spaced Ref: AFI 36-2805 Attachment 3</p> <p>Basic Unit Information (two pages)</p> <ul style="list-style-type: none"> - Service; nominated unit designation; category/unit size of nominated unit; point of contact at nominated unit; MAJCOM point of contact; mailing address of nominated unit and higher headquarters; message addresses (Plain Language Address) for nominated unit and higher headquarters; background information for nominated unit: unit size, unit location; unit mission description/statements; operational chronology of significant operational events, deployments, and major training exercises). <p>Final Analysis (Executive Summary) (one page)</p> <ul style="list-style-type: none"> - Highlight the year's activities in narrative <p>Individual section page counts below may deviate from those recommended, but the total may not exceed 10 pages.</p> <p>Summary of Action (ten pages)</p> <ul style="list-style-type: none"> - Mission Accomplishments (Weight Factor = 0.4; four pages recommended) (accomplishment of unit mission requirements; weapon system operational readiness status; operational deployment successes; higher headquarters/local exercise successes; special programs; specific challenges unique to the operational environment) - Effective Use of Maintenance Resources (Weight Factor = 0.3; three pages recommended) (accomplishments that show efficient and effective use of maintenance resources) - Innovative Management Accomplishments (Weight Factor = 0.2; two pages recommended) (equipment improvement recommendations; resource management innovations; safety programs; training programs; production control improvements, process improvement such as LEAN, Six-Sigma, Theory of Constraints) - Personnel Quality of Life Programs (Weight Factor = 0.1; one page recommended) (self-help programs; personnel recognition programs; community projects; communication programs; humanitarian projects and programs; spousal support) 	<p>Opening: “The (unit) has distinguished itself by accomplishing superior (aircraft, munitions, missile, or communications-electronics) maintenance during the period 1 October (year) through 30 September (year).”</p> <p>Closing:</p> <p>“The professionalism and commitment to excellence demonstrated by the men and women of the (unit) reflect great credit upon themselves, the (MAJCOM), and the United States Air Force.”</p>	<p>Include photos in narrative to describe text/ add emphasis</p> <p>Label photos</p> <ul style="list-style-type: none"> - Include rank & name of people shown - Describe action taking place <p>Pictures <u>do</u> count in the page total.</p>

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Table 3.6. ROBERT T. MASON AWARD FOR DEPOT MAINTENANCE EXCELLENCE PACKAGE CONTENT.

Cover Page	Nomination Elements & Page Limits	Citation Opening & Closing Statements	Photo Requirements
<p>Cover page must include:</p> <p>Award Year</p> <p>Unit</p> <p>Base</p> <p>State/Country</p> <p>Other photographs, drawings, or depiction of the unit may be displayed on the cover.</p> <p>Cover page <u>does not</u> count in page count total.</p>	<p>Robert T. Mason award packages are governed by DoDI 1348.30 and may not exceed 20 pages, excluding the cover, table of contents, and proposed citation.</p> <p>Section 1: Provide information IAW DoDI 1348.30, enclosure 2</p> <p>Section 2: Address evaluation factors to include:</p> <p>Mission Accomplishments (Weight Factor = 4) (Description of mission accomplishments for the competition period. Accomplishments shall relate to the program baseline goals and requirements.)</p> <p>- Effective Support to Warfighters (Weight Factor = 3) [Description of accomplishments for the competition period that directly relate to warfighter success. Accomplishments shall stress maintenance efforts and the impacts of those efforts on the operational capability and mission accomplishment of warfighting units supported: Extraordinary support to operational forces; Impact on operational force availability, materiel readiness, and sustainability metrics; Response to unforeseen demands (surge, flexibility, agility); Innovative solutions (local manufacture, cross-training, and extraordinary coordination efforts)]</p> <p>- Logistics Process Innovation (Weight Factor = 2) (Description of maintenance-related logistics systems innovations related to program accomplishment. Examples: reliability, maintainability, and supportability improvements; cost avoidance and resource use improvements; Cycle time improvements; Effective technology insertion in processes and products; Maintenance concept or process improvement implementation (e.g., 2-level maintenance, national maintenance programs, Lean, Theory of Constraints, and Six-Sigma)</p> <p>Section 3: Citation (one page), single-spaced, Ref: AFI 36-2805.</p>	<p>Opening:</p> <p>“The (unit) has distinguished itself by accomplishing superior (aircraft, munitions, missile, or communications-electronics, etc) maintenance during the period 1 October (year) through 30 September (year).”</p> <p>Closing:</p> <p>“The professionalism and commitment to excellence demonstrated by the men and women of the (unit) reflect great credit upon themselves, the (MAJCOM), and the United States Air Force.”</p>	<p>Include photos in narrative to describe text/add emphasis</p> <p>Label photos</p> <p>- Include rank & name of people shown</p> <p>- Describe action taking place</p> <p>Pictures <u>do</u> count in the page total.</p>

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Table 3.7. ANNUAL INDIVIDUAL AIR FORCE MAINTENANCE AWARDS.

Award Categories (Sponsor & Purpose)	Who is Eligible?	Period of Award and When to Submit	Selection Process	Notification	Presentation and Display
<p>The General Lew Allen, Jr., Trophy (Lew Allen Awards)</p> <p>(The CSAF recognizes officers and senior NCOs directly involved in sortie generation).</p>	<p>Base-level officers and senior NCOs in aircraft, munitions, or missile maintenance, or an allied Maintenance field, directly involved in sortie generation.</p>	<p>Mid Year</p> <p>- Covers period 1 Jun - 31 May</p> <p>MAJCOMs electronically submit packages no later than <u>1 August</u> to HQ USAF/ILMM.</p>	<p>An AF/ILM evaluation board of maintenance field grade officers and senior NCOs reviews all MAJCOM nominations and selects one winner.</p> <p>AF/IL approves the winner.</p>	<p>AF/IL notifies the MAJCOMs by message.</p>	<p>CSAF presents a bronze replica of the Lew Allen statue to each winner at a ceremony in the Pentagon.</p> <p>Each winner's picture and unit of assignment will be displayed on the AF/ILM World Wide Web site.</p>
<p>The Lieutenant General Leo Marquez Award (Marquez Awards)</p> <p>(The AF/IL recognizes maintenance operations in all areas listed in Table 3.8.)</p>	<p>Base-level military and civil service aircraft, munitions, and missile maintenance personnel.</p> <p>Communications-Electronics maintenance personnel must:</p> <p>a. Perform hands-on maintenance or manage a maintenance function</p> <p>b. Be assigned to a unit that is operationally aligned under an AF MAJCOM or a Field Operating Agency.</p>	<p>Fiscal Year</p> <p>MAJCOMs electronically submit packages no later than <u>15 January</u> to HQ USAF/ILMM.</p>	<p>AF/ILM designates a Board President to chair a Central Maintenance Awards Board (CMAB) of MAJCOM Lt Col, CMSgt, and GS-14 aircraft, munitions, missile, or communications-electronics maintenance managers.</p> <p>Selections are made in conjunction with the AF MEA selections.</p> <p>AF/IL approves the winners.</p>	<p>AF/IL notifies the MAJCOMs by message.</p>	<p>AF/ILM presents a plaque to each winner at the Maintenance Awards Banquet held in Washington, DC in the Spring of each year.</p> <p>Each winner's picture will be added to a Marquez wall display in the Pentagon.</p> <p>Each winner's picture and unit of assignment will be displayed on the AF/ILM World Wide Web site.</p>

Award Categories (Sponsor & Purpose)	Who is Eligible?	Period of Award and When to Submit	Selection Process	Notification	Presentation and Display
<p>The CMSAF Thomas N. Barnes Award (Crew Chief of the Year Award) (The AFA recognizes the crew chief's contribution to the Air Force operational mission.)</p>	<p>Base-level military and civil service aircraft crew chiefs, regardless of AFSC.</p>	<p>Calendar Year MAJCOMs electronically submit packages no later than <u>1 March</u> to HQ USAF/ILMM</p>	<p>An AF/ILM evaluation board of maintenance field grade officers and senior NCOs reviews all MAJCOM nominations and selects one winner. AF/ILM approves the winner.</p>	<p>AF/ILM notifies the MAJCOMs by message. AF/ILMM notifies AFA of winner by letter.</p>	<p>The AFA presents award at its National Convention held in September in Washington DC. The winner's name is added to the wall plaque on display in the Pentagon. Each winner's picture and unit of assignment will be displayed on the AF/ILM World Wide Web site.</p>
<p>The Outstanding Maintenance IMA of the Year Award (AF/ILM recognizes one NCO, SNCO, and one Officer IMA and their contributions to the Air Force mission.)</p>	<p>All IMAs below Air Staff level, within the Aircraft Maintenance and Munitions Maintenance career fields, are eligible for this award.</p>	<p>Calendar Year MAJCOMs electronically submit packages no later than <u>1 March</u> to HQ USAF/ILMM.</p>	<p>An AF/ILM evaluation board of maintenance field grade officers and senior NCOs reviews all MAJCOM nominations and selects one winner per category. AF/ILM approves the winners.</p>	<p>AF/ILMM notifies the MAJCOMs by message.</p>	<p>The office of the AF/ILM will coordinate with the MAJCOMs to plan an appropriate presentation forum or event to present the plaque to the winners. Each winner's picture and unit of assignment will be displayed on the AF/ILM World Wide Web site.</p>

NOTE: Award winners are authorized wear of the Air Force Recognition ribbon or pin. The effective date is the date of the message announcing the winners. Winners add a copy of the award to their records.

Table 3.8. INDIVIDUAL AIR FORCE MAINTENANCE AWARDS CATEGORIES. (To be included on AF Form 1206 in Award and Category Boxes, respectively).

AWARD NAME: General Lew Allen, Jr., Trophy

Category
Officer
Senior NCO

AWARD NAME: Lieutenant General Leo Marquez Award (Acft Mx, Mun/Msl Mx, Comm Mx).

Category	Outstanding Aircraft Maintenance Person of the Year AFSCs: 20CX, 21AX, 2AXXX, 2PXXX, 2RXXX	Outstanding Munitions/ Missile Maintenance Person of the Year AFSCs: 20CX, 21MX, 2WXXX, 2MXXX	Outstanding Communications-Electronics Maintenance Person of the Year AFSCs: 30CX, 33SX, 2EXXX, 9S000 (in maint. capacity)
Field Grade Manager	Major - Colonel	Major - Colonel	Major - Colonel
Company Grade Manager	2 nd Lieutenant - Captain	2 nd Lieutenant - Captain	2 nd Lieutenant - Captain
Supervisor Manager	MSgt - CMSgt	MSgt - CMSgt	MSgt - CMSgt
Technician Supervisor	SSgt - TSgt	SSgt - TSgt	SSgt - TSgt
Technician	SrA and below	SrA and below	SrA and below
Civilian Manager	GS-7 - GS-15/GM-13 - GM-15 WG-12 - WG-15/WS-8 - WS-19/WL-6 - WL-15	GS-7 - GS-15/GM-13 - GM-15 WG-12 - WG-15/WS-8 - WS-19/ WL-6 - WL-15	GS-7 - GS-15/GM-13 - GM-15 WG-12 - WG-15/WS-8 - WS-19/ WL-6 - WL-15
Civilian Technician	GS1 - GS6 WG1 - WG11/WS1 - WS7/ WL1 - WL-5	GS1 - GS6 WG1 - WG11/WS1 - WS7/ WL1 - WL-5	GS1 - GS6 WG1 - WG11/WS1 - WS7/ WL1 - WL-5

AWARD NAME: CMSAF Thomas N. Barnes Award

Category
* Note: Not required to be Dedicated
Crew Chief

AWARD NAME: Outstanding Individual Mobilization Augmentee (IMA) of the Year

Category
Officer
Senior NCO
NCO

Table 3.9. INDIVIDUAL MAINTENANCE AWARDS ADMINISTRATIVE RULES.

Nomination Elements & Page Limits	Citation Opening & Closing Statements	Photo/Biography Requirements
<p>Use of the AF IMT 1206 is mandatory. All blocks on the top of the form will be filled out completely. No special first sentence is required in the text area. Only one page of the AF IMT 1206 will be used.</p> <p>For the Barnes Award, include assigned weapons system mission design series (MDS) in parenthesis in the DAFSC/Duty Title block, if applicable. [e.g. (F-16CJ)]</p> <p>Use capital letters for the following headings in the SPECIFIC ACCOMPLISHMENTS block for all four awards (Allen, Marquez, Barnes, Outstanding IMA):</p> <p>SUSTAINED JOB PERFORMANCE (Weight Factor = .4)</p> <p>(Information regarding Direct Sortie Generation Involvement is required for Allen and Barnes awards; optional for Marquez awards and Outstanding IMA)</p> <p>JOB EFFICIENCY AND RESULTS (Weight Factor = .3)</p> <p>JOB KNOWLEDGE (Weight Factor = .2)</p> <p>OTHER CONSIDERATIONS (Weight Factor = .1)</p> <p>(May not include more of the above sustained job performance, job efficiency and results, or job knowledge data; may include awards and recognition information.)</p> <p>Format for bullet statements will be in accordance with paragraphs 3.3.1.3. and 3.3.1.4.</p> <p>Do not use blank spaces between section titles or major bullets.</p>	<p>Opening: (Allen)</p> <p>“(Rank and name) has been selected to receive the General Lew Allen, Jr., Trophy for (year) in recognition of (his/her) outstanding contributions to sortie generation while assigned as (duty title, unit, base).”</p> <p>Closing: (Allen)</p> <p>“The outstanding contributions of (rank and name) reflect credit upon (himself/herself), the (MAJCOM), and the United States Air Force.”</p> <p>Opening: (Marquez)</p> <p>“(Rank and name) has been selected to receive the Lieutenant General Leo Marquez Award as the outstanding (maintenance discipline and category) of (year).”</p> <p>Closing: (Marquez)</p> <p>“The outstanding contributions of (rank and name) reflect credit upon (himself/herself), the (MAJCOM), and the United States Air Force.”</p> <p>Opening: (Barnes)</p> <p>“(Rank and name) has been selected as the (year) Air Force Crew Chief of the Year in recognition of (his/her) outstanding contributions while assigned as a/an (MDS) crew chief at (unit, base).”</p> <p>Closing: (Barnes)</p> <p>“The outstanding contributions of (rank and name) in a demanding mission support role reflect credit upon (himself/herself), the (MAJCOM), and the United States Air Force.”</p> <p>Opening: (Outstanding IMA)</p> <p>“(Rank and name) has been selected as the (year) Outstanding Maintenance IMA of the Year in recognition of (his/her) outstanding contributions while assigned as (duty title, unit, base).”</p> <p>Closing: (Outstanding IMA)</p> <p>“The outstanding contributions of (rank and name) reflect credit upon (himself/herself), the (MAJCOM), and the United States Air Force.”</p>	<p>None required with nominations</p> <p>(All)</p> <p>MAJCOMs submit biographies of <u>winners</u> NLT 15 days after message release (format per AFI 36-2805, Atch 2).</p> <p>(Allen)</p> <p>MAJCOMs submit 5x7 inch color official photo (digital format) of <u>winners</u> in service dress without hat NLT 45 days after message release.</p> <p>(Marquez)</p> <p>MAJCOMs submit 5x7 inch color official photo (digital format) of <u>winners</u> in service dress without hat NLT 45 days after message release.</p> <p>(Barnes)</p> <ul style="list-style-type: none"> - MAJCOMs submit five 5x7 inch color photos (digital format) of the <u>winner</u> in utility uniform (e.g. BDUs) NLT 45 days after message release (for possible publication in AF Magazine). - 1 photo will be of head and shoulders without hat. - 4 photos will be of action shots of nominee at work. <p>(Outstanding IMA)</p> <p>MAJCOMs submit 5x7 inch color official photo (digital format) of <u>winners</u> in service dress without hat NLT 45 days after message release.</p>

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DONALD. J. WETEKAM, Lt General, USAF
DCS/Installations and Logistics

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 37-123, *Management of Records*

AFI 36-2805, *Special Trophies and Awards*

DoDI 1348.30, *Secretary of Defense Maintenance Awards Program*

Abbreviations and Acronyms

AFA—Air Force Association

AFCA—Air Force Communications Agency

AFIA—Air Force Inspection Agency

AFMC—Air Force Materiel Command

AFPCA—Air Force Pentagon Communications Agency

AFRC—Air Force Reserve Command

AFSC—Air Force specialty code

AMXS—aircraft maintenance squadron

ANG—Air National Guard

ARC—Air Reserve Component

CMAB—**Central Maintenance Awards Board**

CMS—component maintenance squadron

CSAF—Chief of Staff, United States Air Force

CMSAF—**Chief Master Sergeant of the Air Force**

DLA—Defense Logistics Agency

DOD—Department of Defense

DRU—direct reporting unit

DUSD(L)—Deputy Undersecretary of Defense (Logistics)

EMS—equipment maintenance squadron

FMMS—field missile maintenance squadron

FOA—field operating agency

HQ USAF/DPPFC—**Headquarters USAF, Deputy Chief of Staff/Personnel, Recognition Programs**

HQ USAF/IL—**Headquarters USAF, Deputy Chief of Staff/Installations & Logistics**

HQ USAF/ILM—**Headquarters USAF, DCS/Installations & Logistics, Directorate of Maintenance**

HQ USAF/ILMM—Directorate of Maintenance, Maintenance Management Division

HQ USAF/ILMY—Directorate of Maintenance, Weapons Systems Division

ICBM—intercontinental ballistic missile

IMA—individual mobilization augmentee

LMA—Lieutenant General Leo Marquez Award

MOS—**maintenance operations squadron**

MXS—maintenance squadron

MAJCOM—major command

MDS—mission design series

MEA—maintenance effectiveness award

SAF/XCI—Secretary of the Air Force Office of Warfighting Integration and Chief Information Officer

SPO—**system program office**